

☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☐ SECRET**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

Reorganization of the Agency's Safety Committee

FROM: William N. Hart
Chairperson
CIA Safety Committee
7D 24 Headquarters Bldg**EXTENSION****NO.****DATE****TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. Chairperson
CIA Safety Committee
7D24 Headquarters Bldg

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80-1539/4

31 October 1980

MEMORANDUM FOR: Deputy Director of Central Intelligence
Deputy Director for Administration
Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science & Technology

FROM: Chairperson
CIA Safety Committee

SUBJECT: Reorganization of the Agency's Safety
Committee

1. The President of the United States signed Executive Order 12196 entitled "Occupational Safety and Health Programs for Federal Employees." The order, which became effective 1 October 1980, contains a section (1-3) on Occupational Safety and Health Committees, which states "Agency heads may establish safety and health committees . . . The committees shall be composed of representatives of management and an equal number of non-management employees or their representatives." In section 1-401 of this EO, the Secretary of Labor is authorized to conduct unannounced inspections of any federal agency work place if an agency does not have an Occupational Safety and Health Committee. We have also reviewed proposed changes to Title 29 of the Code of Federal Regulations, Part 1960, which stipulates that committees must be certified by the Secretary of Labor.

2. To insure Agency compliance with Executive Order 12196 and proposed 29 CFR 1960, I ask that you nominate, in writing, two employees to represent your office on the Agency's Safety Committee. One nominee should represent management and have sufficient authority to assist in formulating and implementing safety and health policy for the Agency. The second nominee should represent your employees and preferably be a non-management employee. In discussions recently with Associate Deputy Directors, we agreed that a person at the Directorate Executive Officer level or equivalent would be appropriate for the management member.

3. The Offices of Communications, General Counsel, Logistics, Medical Services, Personnel Policy, Planning, and Management, and Security each has been requested to nominate an individual to serve as a technical advisor.

4. Please forward the names of your nominees to me at your earliest convenience.



William N. Hart

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- 1 - Each Addressee
- 1 - ER